



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 063 -09**

**OPEN TO:** **All Interested Qualified Candidates**

**POSITION:** **Project Management Specialist, FSN-11**  
(Salary approx. Tk.97,939 per month)

**Depending on qualifications and experience,  
incumbent may be hired at a trainee grade.**

**OPENING DATE:** **July 27, 2009**

**CLOSING DATE:** **August 12, 2009**

**WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications for the position of Project Management Specialist (GCC) in the Economic Growth Office (EG).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidates may be hired



at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

### **BASIC FUNCTION:**

The Project Management Specialist (Global Climate Change) serves as an FSN manager for the Mission's growing environment sector activities. This position is located in the Environment Team, Office of Economic Growth (EG), USAID/Bangladesh. S/he has project development, implementation, and monitoring responsibilities for USAID/Bangladesh's global climate change (GCC) and natural resource conservation activities. S/he is a principal designer and manager of GCC activities related to environmental conservation that are supportive of the Mission's overall strategy objectives in the area of pro-poor, equitable economic growth and sustainable natural resource management. S/he also takes responsibility in monitoring environmental compliance of the USAID/Bangladesh's activity portfolio. The incumbent works with and reports to the Mission Environmental Officer and the Team Leader, Environment Team, to ensure the development and successful implementation of all bilateral activities in the GCC, natural resources conservation and livelihood sectors. S/he also works closely with other members and team leaders of the Mission's EG Office as well as other offices. In addition, the incumbent works with USAID/Washington (Asia Bureau and Economic Growth, Agriculture and Trade Bureau) technical and program offices. The Environment and Climate Change Specialist develops and maintains professional contacts with representatives in both the public and private sectors, including Government of Bangladesh (GoB) officials, trade and business leaders, consultants, NGOs, and donor agencies in Bangladesh

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **a. Project Management**

Serves as the Contracting Officer's Technical Representative (COTR) of the Environment team's "global climate change" activity. As the COTR, s/he is responsible for managing and coordinating all the support activities and funding pertaining to successful implementation of the program, including field operations, training, workshops and information exchange as well as high-level visits between Bangladesh and US government officials and business people. In addition the incumbent assists the Mission Environmental Officer/Environment Team Leader in ensuring compliance of all projects and activities of USAID/Bangladesh with USAID's environmental regulations by drafting Initial Environmental Examinations (IEEs) and environmental compliance monitoring reports of Mission activities. S/he also



assists, as required, in managing USAID's technical assistance to other related bilateral environmental activities. S/he prepares project implementation action materials in conformance with USAID regulations, guidance and current policy. Coordinates with other donors/GoB financed natural resources and biodiversity activities for information sharing and policy discussions, including coordination with NGOs, interested private sector organizations, other institutions (academic and policy) and contract team members of those other activities.

**b. Advisory services and Coordination/Liaison**

As a climate change and environment specialist, s/he advises Mission Teams, and, as needed, Mission Management, on environmental issues, particularly climate change, natural resources management and biodiversity. Advice may include the following areas, as well as others not listed below: GoB, NGO, and private sector institutional capacity for environmental management and climate change; evolution, constraints and prospects for GoB policy; climate change trends and crises and possible mitigation and adaptation measures; current public sensitivities and conflicts regarding climate change, natural resources management and biodiversity conservation and GoB programs; and positions and interests of the press, interest groups, and political parties on key climate change, natural resources and biodiversity issues.

S/he assists in formulating Mission's environmental strategies, including program area, program elements and sub-elements, objectives and activities required to accomplish results in the Environment Program. Coordinates with donors, the GoB, NGOs, and private sector to understand how their policies and programs may affect USAID programming decisions. S/he participates in meetings of other donors, NGOs, and the GoB as they formulate their policy strategies.

S/he reviews climate change and natural resources programs of other multilateral and bilateral donors and advises USAID management of needed coordination and possible conflict with USAID-supported activities. S/he serves as a liaison with other donors regarding in-country environment project planning and implementation. The incumbent maintains knowledge of trends, current events and key actors in the NGOs, lobby groups, press, universities and private sector regarding climate change, natural resources and environmental issues. Keeps various stakeholders and other interested parties informed of USAID activities, policies, and interests in natural resources matters. Attends in conjunction with or in absence of the Team Leader the Local Consultative Group's (LCG) sub-group on Environment.



**c. Mission Environmental Compliance Monitoring**

The incumbent assists the Mission Environmental Officer/Environment Team Leader in ensuring compliance of all projects and activities of USAID/Bangladesh with USAID's environmental regulations by drafting Initial Environmental Examination (IEEs) and environmental compliance monitoring reports of Mission activities. S/he conducts regular site visits of USAID activities to ensure compliance is being met. Through the Mission Environment Officer, s/he advises Mission staff on all possible environment compliance issues related to program implementation.

**d. Program Design and Evaluation**

S/he serves as a member of activity design teams and assists in the preparation of studies, concept papers, USAID program/project activity design documents and bilateral and multilateral agreements related to climate change and natural resources related programs. S/he helps maintain regular contacts with officials in the GoB, NGOs, private sector, and international donor agencies on all matters related to the environment and conservation issues and program design.

The incumbent assists in the coordination with senior officials to review and analyze the GoB and other donors' natural resources programs at early stages in their development in order to ensure that there is no conflict or duplication between planned USAID assistance and that of other donors.

The incumbent assists in formulation of the Environment team's performance monitoring plan (PMP) with the Team Leader, and implements plan for reporting requirements for the natural resources projects as required. As COTR, ensures correct and timely monitoring of implementation progress of the activities that the incumbent is responsible for and revises the PMP on a periodic basis for reporting purposes. Assists in preparing scopes of work and in managing the conduct of contractor evaluations of USAID environmental activities. Also serves as a member of the internal program evaluation teams that often include USAID/Washington environmental professionals.



The incumbent is responsible for operating USAID information systems and information security to a level of “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.



## **QUALIFICATIONS REQUIRED:**

- 1. Education:** A master degree in a relevant subject dealing with climate change or natural resources management, with solid understanding of wetlands and tropical forest resources, watershed management, biodiversity conservation and management issues and programs is required. Knowledge of environment related enterprise value chains and natural resources co-management is an added qualification.
- 2. Language Proficiency:** Level IV (Fluent) in English and Bangla (written and oral) is required. English language proficiency will be tested at the time of selection.
- 3. Prior Work Experience:** Requires five to seven years of increasingly responsible relevant work experience, at least 3-5 years of which should be a responsible management position in the environment and natural resources sector. Besides programmatic management, this experience should include managing and supervising professionals of multidisciplinary backgrounds. Experience in global climate change is required. Should have proven track record of professional involvement and achievements, particularly in climate change and natural resources management. Experience in designing projects, strategic planning as well as institutional capacity building planning is desirable. Demonstrated experience in carrying out environmental impact assessment of development initiatives is required. Experience in developing environmental policy and procedural guidelines is desirable.
- 4. Knowledge:** A thorough knowledge of climate change and natural resources problems, policies and issues in Bangladesh and familiarity with regional climate change and conservation issues and environmental problems and activities. The incumbent must be fully acquainted with environmental compliance issues and also be conversant in writing environmental assessments. Knowledge of the work of other donor agencies in Bangladesh in environment and natural resources related activities is needed. Knowledge of gender in development principles and demonstrated experience in their application are needed. Knowledge of the work of other donor agencies in Bangladesh in environment and natural resources related activities is needed. Knowledge of gender in development principles and demonstrated experience in their application are needed. Advanced knowledge of climate change science and art, Bangladesh natural resources sector and institutions working in the field required.
- 5. Skills and Abilities:** Must have strong project or research management skills. Ability to analyze program needs in the global climate change and natural resources sector and how USAID assistance can be targeted. Must have the ability to



communicate clearly and effectively at all levels within USAID and the US Mission in general, as well as with the GoB, Bangladesh institutions, local governments and institutions, and private sector. Must have the ability to develop and maintain mid-level to senior level contracts with the government and USG officials and private sector and NGO representatives in Bangladesh and in the region. Must have the ability to provide technical and policy guidance to project managers/contractors as and when needed, clearly and diplomatically. Must also be able to write analytical reports on environment, climate change and natural resource management issues. Intermediate computer skills (e.g., Word, Spreadsheet, LAN environment) required.

### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include written examinations and oral interviews. The probationary period for this position is one year.

### **ADDITIONAL SELECTION CRITERIA:**

1. The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

### **TO APPLY:**

**Interested Bangladeshi qualified candidates are requested to submit the completed "Application for Employment as a Foreign Service National" Form or a plain resume along with a cover letter. Blank application forms are available at the South barrier (near the Vatican Embassy). In-house interested candidates may collect the form from the Human Resources Section, USAID, Room No. 64, Chancery Building, C/o American Embassy, Dhaka. One of the following options may be used to drop applications:**





- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope

A copy of blank form is also attached hereto for your convenience.

### [Application Form](#)

ONLY complete and up-to-date application will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

### **SUBMIT APPLICATION TO:**

Supervisory Executive Officer  
Executive Office  
USAID, Bangladesh  
C/o American Embassy  
Dhaka

### **DEFINITION:**

**Foreign Service National (FSN):** A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

**NOTE:** *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

*The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*